[ORGANISATION NAME]
[Address] [Phone] [Email]

Remote Team Async Daily Update

Name / team: _____ Report date / time zone: _____

Current focus: _____ Next working period: _____

Priority	Completed outcome	Evidence / link	Next step

Blockers and decisions

What is blocked / impact / decision needed: _____

Who can help / requested response date: _____

Tomorrow and availability

Next priorities: _____

Availability / handover contact: _____